

Applicant Coupling



Users:

- Main Residency
 Match Applicants
- Fellowship Match Applicants



Applicant Coupling

 Applicant Type:
 Senior in a U.S. Allopathic Medical School
 Match Year:
 2019

 Username:
 ssharp
 Applicant Status:
 ACTIVE

 NRMP ID:
 N0485336
 Fee Status:
 ACTIVE

 AAMC ID:
 11497863
 Fee Status:
 Paid

 USMLE ID:
 5-555-555-5
 Status:
 Not Verified

You can participate in the match as a couple with your partner. Applicants who are members of a couple can link their program choices so that they can be matched into a combination of programs suited to their needs. In creating pairs of program choices on their rank order lists, couples can mix geographic locations and/or specialties. Each couples' rank order list is limited to 300 ranks. Applying as a couple should not influence the selection decisions made by program directors.

Partners in a couple may not begin entering a rank order list until the outstanding couple request is accepted or denied. If accepted, partners in a couple may not begin entering a rank order list until both partners have paid the couple fee. Outstanding fees can be viewed in Account History.

There is a fee per partner to participate in the match. This fee is non-refundable, even if you decide to uncouple at a later date.

Couple Request Has Been Sent

A couple request has been sent to your partner Will Anderson, NRMP ID N0560636,. To complete the process:

- · Your partner must login to their account and accept your request
- · You and your partner must pay the current coupling fee

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Note: This Applicant Coupling guide explains how to complete this task using a mobile device. The menu options are the same whether using a mobile device or desktop.

Applicants who wish to participate in the Match as a couple:

- Can link their rank order lists to attempt to be matched into a pair of programs suited to their needs.
- Must be registered for the same Match and both pay the current couple fee.

This guide provides steps for both the requesting partner and receiving partner in the couple relationship. The requesting partner begins the process and the receiving partner will receive an invitation email and <u>must accept</u> the invitation and pay the couple fee.

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Login (Requesting Partner):

- 1. Enter the **Username** and **Password** you created for accessing the Registration, Ranking, and Results (R3®) system.
- 2. Click Login.



Requesting to participate in the Match as a **Couple (Requesting Partner):**

The Match Home Page displays for your registered Match.



3 **EMATCH** \equiv **1** -💮 Home 😲 Options 🗸 ROL 🔒 Sara Sharp 🗸 4 Profile Security Info Couple Account History Withdraw Logout Click here for the complete Main Residency Match Calendar

- 3. Click the Menu.
- 4. Click the drop-down arrow next to your name.

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5. Click Couple.

The Applicant Coupling screen displays.

- 6. Enter your Partner's NRMP ID into the field.
- 7. Click Submit.

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United States – Registration, Ranking, and Results ©(R3 ©) – 2019 Main Residency M	latch
Applicant Coupling	
Applicant Type: Senior in a U.S. Allopathic Medical School Username: ssharp NRMP ID: N0485336 AAMC ID: 11497863 USMLE ID: 5-555-555-5	Match Year: 2019 Applicant Status: ACTIVE Fee Status: Paid Verification Status: Not Verified
You can participate in the match as a couple with your partner. Applicants who are members combination of program suited to their needs. In creating pairs of program choices on their couples' rank core list list limited to 300 ranks. Applying as a couple should not influence the Partners in a couple may not begin entering a rank order list until the outstanding couple requertering a rank order list until both partners have paid the couple fee. Outstanding fees can be there is a fee per partner to participate in the match. This fee is non-refundable, even if your the standing to the partner's NRMP ID:	of a couple can link their program choices so that they can be matched into a rank order lists, couples can mix geographic locations and/or specialties. Each selection decisions made by program directors. uest is accepted or denied. If accepted, partners in a couple may not begin be viewed in Account History. decide to uncouple at a later date.

- 8. The **Applicant Coupling** pop-up displays with your partner's NRMP ID and name. Review this information to ensure it is correct.
 - a. Click **Confirm** to continue.
 - b. Click **Cancel** to return to the Applicant Coupling page.

~Pi	lisername: ssharp	Applicant	
	Applicant Coupling	Contraction of the second seco	×
	Please Confirm Your Partner's Name		
	Partner's NRMP ID: N0560636 Partner's Name: Will Anderson		
You can particip combination of p couples' rank or Partners in a cou entering a rank o	4 8 Confirm	Cancel	e matched into a specialties. Each
There is a fee pe	r partner to participate in the match. This fee is non-refundable, ever	n if you decide to uncouple at a later date.	

The Applicant Coupling screen displays.

- 9. A note indicates a **Couple Request** email has been sent with instructions to complete the process. The couple status will not be accepted by NRMP until your partner confirms your request. Once accepted, you and your partner must both pay the current coupling fee.
 - a. Note the Couple Status is Pending.



Pending Request Acceptance (Receiving Partner):

 Your partner will receive an email from NRMP with your request to participate in the Match as a couple. Your partner must login and follow the steps below to accept the request.



Receiving Partner Login:

- 2. Enter the **Username** and **Password** you created for accessing the Registration, Ranking, and Results (R3®) system.
- 3. Click Login.



Receiving Partner Accept Couple Request:

The **Match Home Page** displays for your registered Match.

4. Click the Request Received link.

 \equiv **EMATCH** ng, and Results ©(R3 ®) – 2019 Main Residency Match Match Home Page Match Year: 2019 Applicant Type: Senior in a U.S. Allopathic Medical School Username: wbanderson Applicant Status: ACTIVE NRMP ID: N0560636 Fee Status: Paid AAMC ID: 11698765 Verification USMLE ID: 5-555-555-5 Status: Not Verified Couple Status: Request Receiv 2019 Jan Rank order list entry begins at 12:00 noon ET for all users 15 Rank Order List Deadline and deadline to withdraw from the Main Residency Match! Feb 20 Rank order lists must be certified no later than 9:00 p.m. ET Match Day! Match results released in R3® system at 1:00 p.m. ET. Mar 15

- 5. The **Applicant Coupling** screen displays and the **Couple Status Initiated** section provides the requesting partner details.
- 6. Click Confirm to continue.



- 7. The **Applicant Coupling** pop-up displays and asks if you wish to accept the Couple Relationship.
 - a. Click **OK** to continue and accept the couple request.
 - b. Click **Cancel** to return to the Applicant Coupling page.

Applicant Ty	pe: Senior in a U.S. Allopathic Medical School	Match Year: 2019	
Usernar	ne: wbanderson	Applicant	
NRMP	ID: N0560636	Status: ACTIVE	
AAMC	ID: 11002765	Fee Status: Paid	
Appli	cant Coupling		×
7 co mon- of pr uples' rank ord tering a rank o ere is a fee pe	pie. Please update and re-certify your list before the	Rank Order List Certification Deadline.	a matched into a specialties. Each say not begin
ple Status Initiated ara Sharp, NRMP ID	N0485336, has requested to participate with you as a	Couple in this Match.	-
way accept and con	firm this request? If yes, click < Confirms to accept the	request and nay the couple fee. This fee is no	on-refundable

- 8. After clicking **OK**, the **Couple Status** is confirmed. You must pay the coupling fee to complete the process.
- 9. Click Pay Now.

Applicant Type: Senior in a U.S. Allopathic Medical School	Match Year: 2019
Username: wbanderson NRMP ID: N0560636 AAMC ID: 11698765 USMLE ID: 5-555-555-5	Applicant Status: ACTIVE Fee Status: Amount Due Verification Status: Not Verified
Couple Status: Accepted	
Couple Status: Accepted You can participate in the match as a couple with your partner. Applicants who are membro combination of programs suited to their needs. In creating pairs of program choices on the couples' rank order list is limited to 300 ranks. Applying as a couple should not influence t Partners in a couple may not begin entering a rank order list until the outstanding couple r entering a rank order list unil both partners have paid the couple fee. Outstanding fees co There is a fee per partner to particity match. This fee is non-refundable, even if y 8 ouple Status Confirmed	rs of a couple can link their program choices so that they can be matched i ir rank order lists, couples can mix geographic locations and/or specialties. re selection decisions made by program directors. squest is accepted or denied. If accepted, partners in a couple may not beg n be viewed in Account History. ru decide to uncouple at a later date.

10. The **Payment** screen displays the Couple Registration Fee. Note: the fee shown in the image may differ from the current fee displayed in the R3 system.

11. Click Next.

- 12. Choose one payment option:
 - a. CREDIT CARD: Enter your credit card details in the appropriate fields and click **Authorize Payment**.
 - b. MOBILE: Select **Apply Pay** or **PayPaI**. Follow the steps within the mobile payment popup to complete payment.

Payment					
Your fees and payments for this match a	are listed below.				
Charge Charge Date	Description	Price	Quantity	Amount	
10 8754920 Jan 28, 2019 12:15:29 PM EST	Couple Registration Fee	\$25.00	1	\$25.00	
Balance Due				\$25.00	J
Credit or Debit Card Information			_		
12a Card & Exprain Card Securi	t Name: t Name: t Name: t Name: t 1234 5678 9012 3456 n Date: MM / YY t Code: 123				
Please read the following information, then cick *Author Transaction Authorization: All charges are non-refundable, By electing to pay with a agreement in order to resolve inquiries regar ling related replacement card information or sufficient pyment to co	ize Payment* to authorize your credit card transaction; otherwi credit card, the applicant authorizes the NFIMP to supply the (charges. We may attempt to contact you if your payment is no your the Applicant Agreement Fees is not received by the NFIM	se click "cancel" to retu cardholder's bank with in t approved. In addition, y P.	n. formation it requ ou may be witho	ires about your NRMP frawn from the Match if	
	Authorize Payment >				
Ply with 1 Digital Waled	É Pay				

Payment confirmation displays. You may print the page as a receipt.

14. Your **Account History** displays the Couple Status as **Accepted**.

15. Click Next.

ount History							
Applicant T Userna NRMI AAMO USMLI Couple Sta	ype: Senior in a U.S. A ame: wbanderson P ID: N0560636 C ID: 11698765 E ID: 5-555-555-5 atus: <u>Accepted</u>	llopathic Medical \$	School	Match Appi St Fee St Verific St	Year: 2019 icant atus: ACTIV atus: Paid ation atus: Not V	/E erified	
✔ Thank you, you	ur payment was received.	Your credit card has	been approved.				
			Print				
Transaction ID	Transaction Date	Description			Price	Quantity	Amount
8754916	Jan 28, 2019 11:34:47 AM EST	Applicant Regis	tration Fee (U.S.	Senior) - 2019 MAIN	\$85.00	1	\$85.00
8754918	Jan 28, 2019 11:34:47 AM EST	Late Registratio	n Fee (U.S. Seni	or) - 2019 MAIN	\$50.00	1	\$50.00
8729384	Jan 28, 2019 11:36:03 AM EST	Payment - 2019	MAIN				\$135.00
8754920	Jan 28, 2019 12:15:29 PM EST	Couple Registra	ation Fee - 2019 N	//AIN	\$25.00	1	\$25.00
8729386	Jan 28, 2019 12:17:27 PM EST	Payment - 2019	MAIN				\$25.00
Payment ID	Transaction Date		Transaction Status	Transaction Message			Amount
8729384	Jan 28, 2019 11:36:03	AM EST	APPROVED	This transaction has be	een approve	d.	\$135.00
8729386	Jan 28, 2019 12:17:27	PM EST	APPROVED	This transaction has be	een approve	d.	\$25.00
Total Amount I	Paid						\$160.00
Total Balance I	Due						\$0.00
			Print				
		~					
		(15	Next+				

- 16. The Match Home Page displays.
- 17. Click the Accepted link.
- 18. The **Couple Complete** section displays your partner details.



Applicant Type:	Senior in a U.S. Allopathic Medical School	Match Year:	2019
Username:	wbanderson	Applicant	
NRMP ID:	N0560636	Status:	ACTIVE
AAMC ID:	11698765	Fee Status:	Paid
USMLE ID:	5-555-555-5	Verification Status:	Not Verified
Couple Status:	Accepted		
You can participate in the match combination of programs suited couples' rank order list is limited Partners in a couple may not be entering a rank order list unlib or There is a fee per partner	as a couple with your partner. Applicants who are mem to their needs. In creating pairs of program choices on t i to 300 ranks. Applying as a couple should not influence sign entering a rank order list until the outstanding couple th partners have paid the couple fee. Outstanding sets in the match. This fee is non-refundable, even if	bers of a couple can link their prog heir rank order lists, couples can m the selection decisions made by p a request is accepted or denied. If a can be viewed in Account History. you decide to uncouple at a later d	ram choices so that they can be matched into itx geographic locations and/or specialties. Eac rogram directors. accepted, partners in a couple may not begin late.
18	3		
Couple Complete			

You are currently in a Couple Relationship with the following partner:

Partner's Name: Sara Sharp Partner's NRMP ID: N0485336

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Ø Uncouple

Requesting Partner Payment Steps:

- 1. Login to the R3 system.
- 2. The Payment Requested screen displays. Click Next.

3	and, Disconsi, Hoppier Hay,	, en la T egy ten.			
Billing De Charge ID 9187278 Balance Due	Charge Data Sep 08, 2021 10:41:04 AM EDT	Description Couples Primary ROL Fee (20+)	Status	Price Quantity \$30.00 4	Amount \$120.00 \$120.00
Credit or Debit Card I	nformation				
	·0	*Cerd Name: *Cerd Name: 1234 5678 9012 345 *Erd Name: MM / YY 123 123	6	(4a)	
Please read the folic Transaction All charges are non- order to reactive inquiriformation or suffic	wing information, then click "A Authorization: refundable. By electing to pay refer egarding related charge inter payment to cover the Appl	uthorize Payment* to authorize your oredit card to with a credit card, the applicant authorizes the NF . We may attempt to contact you if your payment icant Agreement Fees is not received by the NFM	ansaction; otherwise olick "cancel" to IMP to supply the cardholder's bank is not approved. In addition, you may P.	return. with information it requires about your be withdrawn from the Match II replac	NRMP agreement in sement card
		Authorize 1	hajmant.)		
Pay with a Digital Wa	4b	Check ou win (lay PoyPal		

TONAL RESIDENT MATCHING PR	ROGRAM*					
ed States – Registration Payment Required	1	9(R3 ®) – 2019 Main Residency Match				
Applicant	Type: Senior in a U.S.	Allopathic Medical School	Match Yea	r: 2019		
Usern	name: ssharp		Applicant Statu	: ACTIVE		
NRM	IP ID: N0485336		Fee Statu	s: Amount E	Due	
AAM	AC ID: 11497863		Verificatio	n		
U SML	LE ID: 5-555-555-5		Statu	s: Not Verm	ed	
Couple St	tatus: Accepted					
Your fees and paymen	nts for this match are li	Baserintion		Price	Quantity	Amount
Charge ib	les 20, 2010	Courte Desistration Free		COE 00	occontacty	500 2C2
0754000	12:15:29 PM EST	Couple Registration Fee		\$20.00	1	\$25.00
8754922						
8754922 Balance Due						\$25.00

- 3. The **Payment** screen displays the Couple Registration Fee. Note: the fee shown in the image may differ from the current fee displayed in the R3 system.
- 4. Choose one payment option:
 - a. CREDIT CARD: Enter your credit card details in the appropriate fields and click **Authorize Payment**.
 - b. MOBILE: Select **Apple Pay** or **PayPal**. Follow the steps within the mobile payment popup to complete payment.

Requesting Partner Payment Steps, Continued:

Payment confirmation displays. You may print the page as a receipt.

- 5. Your **Account History** displays the Couple Status as **Accepted**.
- 6. Click Next.

5	tory Applicant Ty Usernai NRMP AAMC USMLE Couple Stat	rpe: Senior in a U.S. Al me: ssharp PD: N0485336 PD: 11497863 PD: 5-555-555-5 Tus: <u>Accepted</u>	lopathic Medical	School	Match \ Appli St Fee St Verifict St	Year: 2019 Icant atus: ACTIV atus: Paid ation atus: Not Ve	/E erified	
•7	Thank you, you	r payment was received. Y	four credit card ha	s been approved. Print				
	Transaction ID	Transaction Date	Description			Price	Quantity	y Amount
4	8754922	Jan 28, 2019 12:15:29 PM EST	Couple Registr	ation Fee - 2019 I	<i>I</i> AIN	\$25.00	4	1 \$25.00
	8729388	Jan 28, 2019 12:39:13 PM EST	Payment - 2019	9 MAIN				\$25.00
	Payment ID	Transaction Date		Transaction Status	Transaction Message			Amount
4	8729388	Jan 28, 2019 12:39:13	PM EST	APPROVED	This transaction has be	en approved	I.	\$25.00
Tota	al Amount P	aid						\$25.00
Tota	il Balance D)ue						\$0.00
				Print				
			6	Next >				

Requesting Partner Payment Steps, Continued:

- 7. The Match Home Page displays.
- 8. Click the Accepted link.
- 9. The **Couple Complete** section displays your partner details.





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Reject Couple Request (Receiving Partner):

1. Click the Request Received link.

- 2. The **Applicant Coupling** screen displays and the **Couple Status Initiated** section provides the requesting partner details.
- 3. Click Decline.



Reject Couple Request, Continued:

- 4. The **Applicant Coupling** pop-up displays.
 - a. Click **Decline** to reject the couple request.
 - b. Click **Cancel** to return to the Applicant Coupling page.

U: I	sername: wbanderson IRMP ID: N0560636	Applicant Status: ACTIVE	
ſ	Applicant Coupling		×
Con You comb rank ord	You may decline the pending Couple Relationship w clicking <decline> below. Otherwise to go back to the confirmation page, click</decline>	ith Sara Sharp, NRMP ID N0485336, by <cancel>.</cancel>	a matched into a specialties. Each
Partners in a cou entering a rank of There is a fee per	Decline	Cancel	nay not begin
Couple Status Initia	ted		

5. After clicking **Decline**, the **Applicant Coupling** screen displays and the **Couple Status** is no longer present.

, I	Inited States $-$ Registration, Ranking, and Results \otimes (R3 \otimes) $-$ 2019 Main Residen	:y Match				
	Applicant Coupling					
	Applicant Type: Senior in a U.S. Allopathic Medical School	Match Year: 2019				
	Username: wbanderson	Applicant				
	NRMP ID: N0560636	Status: ACTIVE				
	AAMC ID: 11698765	Verification				
(USMLE ID: 5-555-555-5	Status: Not Verified				
	You can participate in the match as a couple with your partner. Applicants who are members of a couple can link their program choices so that they can be matched into a combination of programs suited to their needs. In creating pairs of program choices on their rank order lists, couples can mix geographic locations and/or specialties. Each couples rank order list is limited to 300 ranks. Applying as a couple should not influence the selection decisions made by program directors. Partners in a couple may not begin entering a rank order list until the outstanding couple request is accepted or denied. If accepted, partners in a couple may not begin entering a rank order list until both partners have paid the couple fee. Outstanding fees can be viewed in Account History. There is a fee per partner to participate in the match. This fee is non-refundable, even if you decide to uncouple at a later date.					
	Request Couple Partner					
	Partner's NRMP ID: Submit					

Your Couple Request is Rejected:

- When a couple request has been rejected, it will display on the requesting partner's Match Home Page as Request Rejected. Click the link.
- 2. The **Applicant Coupling** screen displays and the **Couple Request has been Declined** section provides additional details.
- 3. Click Remove Couple Status.
- 4. The **Applicant Coupling** screen displays and the **Couple Status** is no longer present.



Uncoupling:

If at any time in the Match process prior to the Rank Order List Deadline an applicant with an **Accepted** couple status chooses not to participate as a member of a couple, both partners must complete the process of uncoupling.

After uncoupling, both partners must re-certify their rank order lists to be included in the Match. The per person couple fee is non-refundable.

- 1. From the Match Home Page:
 - a. Click the Accepted link, or.
 - b. Click your name and then the **Couple** link.
- 2. The **Applicant Coupling** page displays. Click the **Uncouple** button.
- Match Home Page Applicant Type: Senior in a U.S. Allopathic Medical School Match Year: 2019 Username: wbanderson Applicant Status: ACTIVE NRMP ID: N0560636 Fee Status: Paid AAMC ID: 11698765 Verification ISMI E ID+ 5 555 555 6 Status: Not Verified Couple Status: Accepte 1a \equiv EMATCH 삼 Home Ų Options -ROL 🔬 Will Anderson -Profile Security Info 1b Couple Account History Withdraw Logout Couple Complete You are currently in a Couple Relationship with the following partner Partner's Name: Sara Sharp Partner's NRMP ID: N0485336 2 O Uncouple Applicant Coupling × Are you sure you want to uncouple with the following partner? If you have a Rank Order List, the system will ensure that it is not certified and will remove any Duplicate or No Match programs. 3 Partner's NRMP ID: N0485336 Partner's Name: Sara Sharp be matched into a rspecialties. Each ouples' rank o Cance ere is a \$15.

- 3. The Applicant Coupling pop-up displays.
 - a. Click **Confirm** to uncouple.
 - b. Click **Cancel** to return to the Applicant Coupling page.

Uncoupling, Continued:

4. After clicking **Confirm**, the **Applicant Coupling** screen displays and the **Couple Status** is no longer present. An email indicating that you have chosen not to participate in the Match as a couple will be sent to your partner.

Note: If you have created or certified your rank order list, the R3 system will modify the list to:

- Remove any duplicate programs
- Remove any No Match programs
- De-certify the list, requiring you to review and recertify the list for use in the Match



Uncouple Request Received:

If your partner has chosen not to participate in the Match as a couple, you will receive an email and the Couple Status will change on your Match Home Page.

- 1. Your **Match Home Page** displays the Couple Status as **Uncouple Request Received**. Click the link.
- 2. The Applicant Coupling page displays. The Uncouple Request Received section confirms your couple relationship has been dissolved. Click Remove Couple Status.

Note: If you have created or certified your rank order list, the R3 system will modify the list to:

- Remove any duplicate programs
- Remove any No Match programs
- De-certify the list, requiring you to review and recertify the list for use in the Match
- 3. The **Applicant Coupling** screen displays and the **Couple Status** is no longer present.

eu siales — Regisii alion, Ranking, anu Re suns e(RS e) — 2013 main Residency ma	ncn
Applicant Type: Senior in a U.S. Allopathic Medical School	Match Year: 2019
Username: ssharp	Applicant
NRMP ID: N0485336	Status: ACTIVE
AAMC ID: 11497863	Fee Status: Paid
USMLE ID: 5-555-55-5	Verification
Couple Status: Uncouple Request Received	Status: Not Verified

You can participate in the match as a couple with your partner. Applicants who are members of a couple can link their program choices so that they can be matched into a combination of programs suited to their needs. In creating pairs of program choices on their rank order lists, couples can mix geographic locations and/or specialties. Each couples' rank order list is limited to 300 ranks. Applying as a couple should not influence the selection decisions made by program directors.

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There is a fee per partner to participate in the match. This fee is non-refundable, even if you decide to uncouple at a later date

couple Request Received

Your couple partner has dissolved your Couple status for this Match. Please click the <Remove Couple Status> button to complete this process. If you currently have a rank order list, this will also remove any Duplicate or No Match programs and un-certify your list, if it is currently Certified.

Remove Couple Status >

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United States – Registration, Ranking, and Results ©(R3 ©) – 2019 Main Residency Match					
Applicant Coupling Applicant Type: Senior in a U.S. Allopat Username: ssharp NRMP ID: N0485336 AAMC ID: 11497883 USMLE ID: 5-555-55-5	thic Medical School	Match Year: 2019 Applicant Status: ACTIVE Fee Status: Paid Verification Status: Not Verified			